

~~CONFIDENTIAL~~

MEMORANDUM

21 July 1951

TO: Assistant Comptroller

FROM: Acting Chief, Finance Division

1. In accordance with our discussion in meeting held 18 July 1951, the following information and recommendations are submitted regarding finance facilities.

2. We recommend a cash fund of [REDACTED] in small denominations, including \$1's, \$5's, \$10's and \$20's. We believe this fund should be placed in a dual control safe which in turn should be stored inside a concrete and steel vault. It is assumed that adequate guard facilities will be available during the period of storage. Even so, this should be supplemented by periodic physical inspection. 25X1A1a

3. In addition to the funds, we also recommend the storage of an acceptable set of blank books. A minimum number of blank pages will suffice therefore these books will require very little space. In fact, the entire set might be placed in one binder with a thickness of not more than 3".

4. We also recommend a small supply of standard forms as follows: Form 33-15 Request for Advance; Form 33-29 Payroll Change Notice; Form 1034 Standard Voucher; Form 1034A Memorandum Copy of Standard Voucher; Form 33-17 Reimbursement for Purchases and Services Other Than Personal; Form 33-26 Cash Transfers; Form 33-14 Receipt; Posting Voucher; 4-Column Ledger Paper; 14-Column Ledger Paper; Application for Insurance Policy and Authorization for Payroll Deduction; Blank Checks. It is assumed other forms such as routing slips, logs, cable forms, T/A report, security check sheets, personnel action, travel orders, etc., will be provided.

5. Unless otherwise provided, we recommend the following supplies: 2 cash boxes with combination lock; 1 field safe, Army; 2 pistols .380; ammunition and shoulder holsters; 2 manual adding machines; 2 typewriters; 2 briefcases. We assume the following supplies will be available: Pencils, fountain pens, ink, erasures, blotters, rulers, staple machines, staples, scotch tape, carbon paper, calendars, scratch pads, correspondence paper, loose-leaf notebooks and paper, scissors, sponge and cup, ink eradicator, envelopes and stamps.

6. It is requested that we be advised if we may proceed with plans to store the cash fund, books, forms and supplies recommended above. We believe the vault space can be limited to that required for one legal size safe. 25X1A9a

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[REDACTED]
Acting Chief, Finance Division

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